



**Range: 23**

**Non-Exempt**

**Date: 2/1/02**

## **RECREATION ASSISTANT**

### **DEFINITION**

To provide programming-related administrative and site support for a variety of recreation programs, and to provide information and assistance to the public regarding these programs.

**SUPERVISION RECEIVED AND EXERCISED** -- Receives general supervision from the Recreation Coordinator. Exercises supervision over seasonal staff and volunteers when appropriate.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** -- *essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Answers phone inquiries regarding the recreation programs and collects and inputs customer data.
2. Communicates with other organizations regarding scheduling conflicts or program information.
3. Communicates with vendors and administrative assistant regarding equipment and supply orders.
4. Follows up communications with participants and program registrations.
5. Communicates with the Department Administrative Assistant regarding deposits, attendance reports, time sheets, program change information, facility requests, general office procedures, etc.
6. Operates a variety of office equipment including computer, telephones, photocopiers, and fax.
7. Organizes/develops program mailers, rules and regulations, and registration packets.
8. Maintains and tracks league team registration information.
9. Assists Recreation Coordinator with weekly public service announcements for league recreation program updates and/or pool activities for public awareness.
10. Reviews weekly contract officials invoices and submits to administrative assistant to be processed.
11. Inputs league roster and score data and updates league standings weekly.
12. Collects program attendance and facility usage data.
13. Tracks injury/accident reports and communicates all incidents (including problem customers) to Recreation Coordinator and administrative assistant immediately.
14. Calls/faxes/e-mails captains/staff/contracted officials as needed.
15. Assists with scheduling staff.
16. Ensures that water testing and adjustments are made appropriately when called for.
17. Takes an active role in preventing accidents from occurring in all recreation programs.
18. Enforces policies and rules and regulations for all recreation programs for the protection of users and staff.
19. As needed, inspects the pool and all related facilities for safety, aesthetics, and care and to support OSHA compliance issues as needed.
20. Promotes efficiency, team response and communication between seasonal internal staff.

**Marginal Functions:**

Perform related duties and responsibilities as required.

**QUALIFICATIONS****Knowledge of:**

Modern office procedures and professional phone etiquette.  
Pertinent rules, regulations, office policies and procedures related to assigned duties.  
English usage, spelling, grammar, and punctuation.  
Basic computer components.  
Organization of league/team sports, aquatics and other recreational programming.  
Basic first aid and CPR methods and techniques.

**Ability to:**

Organize, lead, train, and oversee the work of volunteers, part-time staff, and contracted officials.  
Perform general clerical work including the maintenance of appropriate records.  
Respond to requests and inquiries from the general public.  
Work independently in the absence of supervision.  
Operate phone, computer, copy machine, fax.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative work relationships with those contacted in the course of work.  
Maintain mental capacity, which allows for effective interaction and communication with others.  
Work afternoons, evenings, weekends, and some holidays.  
Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.  
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.  
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of responsible experience working with a variety of recreation programs.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by course work or training in physical education, aquatics, recreation leadership, or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid lifeguard certificate.

Possession of, or ability to obtain, an appropriate, valid CPR and First Aid certificate.

**WORKING CONDITIONS****Environmental Conditions:**

Indoor and outdoor recreational facilities; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work in water; work on slippery or uneven surfaces.

**Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for moderate or light lifting; sitting, walking, or standing for prolonged periods of time; repeated bending; general manual dexterity.